

**Proposal Review Committee**  
**June 16, 2014**  
Statewide Benefits Office  
500 W. Loockerman Street  
Duncan Building, Ste. 320, Dover, Delaware

**Public Session: 8:46 a.m.**

The Proposal Review Committee met on June 16, 2014, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, OMB, Deputy Director, Statewide Benefits  
Laurene Ehemann, OMB, RFP and Contract Manager, Statewide Benefits  
Larry Frank, OMB, Program Lead, Statewide Benefits  
Keinna McNight, OMB, HR Manager, Statewide Benefits  
Wendy Brown, Department of Health and Social Services  
Valerie Watson, Department of Finance  
Kimberly Reinagel-Nietubicz, Office of Controller General  
Kelly Callahan, Office of the Treasurer  
Jenifer Vaughn, Delaware Insurance Department  
Hal Taylor, Correctional Officers' Association

**Introductions/Sign In**

Ms. Rentz called the meeting to order at 8:46 a.m. Representatives from the Lieutenant Governor's office and the Supreme Court Chief Justice were not present.

**Approval of Minutes**

Ms. Rentz requested a motion to approve of the minutes from the January 30, 2014, meeting of the Proposal Review Committee. A motion was made by Ms. Brown and seconded by Ms. Watson. The motion was approved with unanimous voice vote.

**Discussion of the Flexible Spending Account and Pre-Tax Commuter Benefits RFP for the Group Health Insurance Program**

Ms. Rentz requested a motion to move into Executive Session to discuss the finalists' bids, conduct interviews, and score the bids. Ms. Vaughn made the motion and it was seconded by Ms. Callahan. The PRC moved into Executive Session at 8:47 a.m.

Upon conclusion of the Executive Session, a request to move back into the Public Session was made by Ms. Watson at 12:58 p.m. and Ms. Vaughn seconded.

Upon return to the Public Session, Ms. Rentz stated that based on preliminary scoring, ASIFlex received a higher score over the other finalist, TASC.<sup>1</sup> Ms. Rentz made a motion that the PRC recommend to the SEBC to award ASIFlex a contract for three years with two optional one-year terms effective January 1, 2015, contingent upon the fulfillment within thirty (30) days of the Technology Terms and Conditions as required by DTI, final contract, and performance guarantee

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<sup>1</sup> The total scores were: ASIFlex, 7.28, and TASC, 6.04.

negotiations. The motion was seconded by Ms. Brown. Though Mr. Taylor and Ms. Reinagel-Nietubicz were not present to vote on the motion, a quorum was present. The recommendation to award was approved by unanimous voice vote.

**Adjournment:** With no further business, a motion to adjourn was made by Ms. Brown and seconded by Ms. Callahan. Upon unanimous voice approval, the meeting was adjourned at 1:00 p.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Eheman*

Laurene M. Eheman  
RFP and Contract Manager